

Escalante Community Center Multi-Generational Facility

ROOM RESERVATION REQUEST 2012



2150 E. Orange St. Tempe, AZ 85281

www.tempe.gov/escalante

Phone: 480-350-5858 Fax: 480-350-5815

RESPONSIBLE PARTY INFORMATION

Last Name	First Name	Business Phone	Cell/Home Phone

ORGANIZATION INFORMATION

Organization Name:						
Mailing Address	City		St	Zip		
Business Phone	Fax	Email Address				
Is the Organization Non-Profit?	Yes	No	Will selling or promoting a commercial product or service take place during the meeting/event?		Yes	No

MEETING INFORMATION

Description of Meeting/Event:						
Number of Attendees:		# of Tables Needed:			# of Chairs Needed:	
Will food/drink or arts & crafts be used?	Yes	No	Target Group(s): Children Teens Adults 18+			
Any special requests/needs:						

ROOM RESERVATION POLICIES

- Use of facility for religious services , political purposes or profit-making functions is prohibited.(City Code section 23-57)
- A Tempe resident must be designated as the "Responsible Party", complete this form and MUST be present during the entire meeting/event.
- All requests must be submitted a minimum of 2 weeks prior to the event. Please allow 1 week for this application to be processed.
- This application is not final approval of your event, including date and location. You are not authorized to advertise an event in a City of Tempe facility until you have received written confirmation. Your request should include time for setup and take down.
- The organization is responsible for their own setup, cleanup and returning any furniture to its original position.
- The organization must check-in at the front desk, pick up an attendance form and return it completed before leaving the facility.
- Selling or promoting a commercial product, service or anything for personal gain is prohibited.
- No smoking or alcoholic beverages are permitted in the facility.
- Any changes or cancellations of reservations must be made ONLY by the responsible party. If a cancellation is necessary, call and notify the facility at least 48 hours prior to the event. Three no-shows could result in termination of scheduled use.

I have read the Room Reservation Policies and will ensure, as the Responsible Party of the meeting/event, which all members in charge will also read and adhere to these policies.

Signature of Responsible Party

Date

FOR OFFICE USE ONLY	DATE RECEIVED:		RESERVATION #:	
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BEGIN RESERVATION REQUESTS**TIME PERIOD****HOURS AVAILABLE**

November 8, 2011

January-December 2012

Monday-Thursday 8am-8:30pm
Fridays 8am-7:30pm
Saturdays 10am-4:30pm
Sundays 1pm-5:30pm

ROOM PREFERENCE: BRIO (25) BRAVO (25) LA PAZ (25) SENIOR CENTER (50)**DATES REQUESTED (PLEASE CIRCLE)**

JANUARY 2012						
S	M	T	W	TH	F	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Facility Closed: January 1st & January 16th

HOURS: _____

FEBRUARY 2012						
S	M	T	W	TH	F	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

Facility Closed: February 20th

HOURS: _____

MARCH 2012						
S	M	T	W	TH	F	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Spring Break: March 12th – 16th

HOURS: _____

APRIL 2012						
S	M	T	W	TH	F	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Facility Closed: April 8th

HOURS: _____

MAY 2012						
S	M	T	W	TH	F	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Facility Hours: May 28th 12-6pm

HOURS: _____

JUNE 2012						
S	M	T	W	TH	F	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

HOURS: _____

JULY 2012						
S	M	T	W	TH	F	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Facility Hours: July 4th 12-6pm

HOURS: _____

AUGUST 2012						
S	M	T	W	TH	F	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

HOURS: _____

SEPTEMBER 2012						
S	M	T	W	TH	F	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Facility Hours September 3rd 12-6pm

HOURS: _____

OCTOBER 2012						
S	M	T	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Fall Break: October 8th-12th

HOURS: _____

NOVEMBER 2012						
S	M	T	W	TH	F	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Facility Closed: November 11th & 12th, 22nd & 23rd

HOURS: _____

DECEMBER 2012						
S	M	T	W	TH	F	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Facility Hours: December 24th & 31st 8am-5pmFacility Closed: December 25th

HOURS: _____